

RECRUITMENT ANNOUNCEMENT

6th Force Support Squadron

Human Resources Office

(813) 828-2911 DSN 968-2911

MacDill Air Force (AMC)

Position: Lodging Clerk

Series/Grade: NF-0303-I

Location: MacDill Inn

Category: Flexible

Salary Range: \$7.25 - \$13.52

Duties and Responsibilities:

Receives and confirms room reservations by letter, telephone, or personal contact. Registers and assigns rooms to guests, issues room keys, and may escort guests to rooms. Ensures that only authorized patrons use government-sponsored quarters. Calculates and posts charges to patrons' accounts and balances totals with control records. Accepts payment, makes change, and presents departing guests checkout statements. Prepares and safeguards cash receipts, prepares daily cashier's report, daily activity report, and may prepare consolidated daily activity report. Maintains daily quarter's occupancy and current checkout list. Maintains and sells convenience items to patrons. Performs other related duties as assigned.

Qualifications:

Must have experience in responsible clerical or office work of any kind in which the applicant has demonstrated ability to perform satisfactorily at the grade level of the position. Experience must have demonstrated the ability to resolve common arithmetic problems, and to make change when receiving payments from customers. Must be able to read, speak, and write English. Must meet state and legal age requirement for sale of alcoholic beverages.

Other Information:

As a condition of employment incumbent must be able to satisfactorily complete a background check (National Agency Check) and meet physical requirements.

How to Apply:

Logon to www.macdillfss.com click on EMPLOYMENT, then click on DOCUMENTS AND FORMS and look for [Application Package \(OF Forms 612 and 306\)](#). Prior military will need to submit a copy of their DD Form 214 (**Member 4 copy**). Current employees must complete and submit an AF Form 2550. Applications can be mailed to 6FSS/FSMH, 8011 Tampa Point Blvd, 3rd Floor, MacDill AFB, FL 33621. You may also submit your applications in person to our office; we are located in Building 373 on the 3rd floor across from the MacDill Inn. To fax your applications, please fax to DSN 968-5450 or Commercial (813) 828-5450. Applicants must meet the position's qualifications for consideration and all required documents submitted before the close of business of the vacancy announcement closing date. Incomplete and/or unqualified applications will be returned to the applicant. Email your questions or to inquire about a position to 6SVS.HumanResources@macdill.af.mil.

6th Force Support Squadron is an Equal Employment Opportunity Employer